

RCRA Resource Conservation and Recovery Act

Affirmative Procurement for Simplified Acquisitions

Introduction. Affirmative Procurement is the purchase of supplies and services using recycled material. Pursuant to FAR Subpart 23.403, you are encouraged to purchase, in a cost-effective manner, items composed of the highest percentage of recycled materials practicable, especially for the 24 Environmental Protection Agency (EPA) Designated Items. The following 24 items have been determined by the EPA as items that can be made with recycled materials.

- ⌘ Paper and Paper Products
- ⌘ Engine Coolants
- ⌘ Re-refined Lubricating Oils
- ⌘ Retread Tires
- ⌘ Structural Fiberboard
- ⌘ Laminated Paperboard
- ⌘ Carpet
- ⌘ Floor Tiles
- ⌘ Patio Blocks
- ⌘ Building Insulation Products
- ⌘ Cement and Concrete Containing Coal Fly Ash
- ⌘ Cement and Concrete containing Ground Granulated Blast Furnace Slag
- ⌘ Traffic Cones
- ⌘ Traffic Barricades
- ⌘ Playground Surfaces
- ⌘ Running Tracks
- ⌘ Hydraulic Mulch
- ⌘ Yard Trimmings Compost
- ⌘ Office Recycling Containers
- ⌘ Office Waste Receptacles
- ⌘ Plastic Desktop Accessories
- ⌘ Binders
- ⌘ Plastic Trash Bags
- ⌘ Toner Cartridges

Documentation Requirements.

Procurement Request: The program office initiating the purchase must complete and submit the Requisitioner Determination Form provided in Enclosure (32) with every procurement request for EPA designated items.

Award: If you buy an EPA designated item that is not made with recycled materials, you must document why. Pursuant to FAR Subpart 23.404(b), you must specify in a written determination that the product:

- ⌘ Is not available competitively within a reasonable period of time;
- ⌘ Does not meet appropriate performance standards; or
- ⌘ Is only available at an unreasonable price.

Enclosure 33 is provided for this purpose. The original completed form shall be maintained in the purchase file.

Reporting: Your office must report all purchases of EPA designated items, regardless of dollar value, to the COCO via the Resource Conservation and Recovery Act (RCRA) report format provided in Chapter 12, Administration.

Each COCO will consolidate the responses in the same format and forward to Commandant (G-CPM) by 15 November each year. Commandant (G-CPM) will consolidate the responses and provide the information to DOT.

Additional Information.

General: For further information on the procurement of recycled products, refer to Federal Acquisition Regulation (FAR) Subpart 23.4, TAM Subchapter 1223.480, and Coast Guard Acquisition Procedures (CGAP) Subchapter 1223.4. Also, refer to COCO Alerts and Procurement Electronic Newsletter (PEN) for the most recent information regarding Affirmative Procurement.

Sources:

GSA:

Environmental Products Guide (EPG): You can obtain a copy of the GSA's Environmental Products Guide (EPG) by:

- π phoning GSA at (817) 334-5215
- π accessing GSA's Multi-User File for Interagency news (MUFFIN), an electronic bulletin board. For computer support help with MUFFIN, call (703) 305-7200. via internet address:
<http://pub.fss.gsa.gov/pub/download/index.shtml>

GSA ADVANTAGE! You can contact GSA ADVANTAGE!, an on-line shopping service on the Internet. This system allows customers to browse, search, and order environmentally oriented products and services. The Internet address is:
<https://www.fss.gsa.gov/cgi-bin/advwel>

You can also access announcements regarding GSA ADVANTAGE! by:

- π voice mail hotline (703)305-7359 or
- π GSA's Marketips magazine which may be accessed via the internet address:
<http://pub.fss.gsa.gov/mtips/index.shtml>

DLA:

Environmental Products Guide (EPG): You can obtain a copy of the DLA'S Environmental Products Guide (EPG) by:

- π phoning DLA at (800) 345-6333
- π e-mail: gos3210@dscr.dla.mil
- π via internet address:
<http://www.dscr.dla.mil/products/epa/eppcat.htm>

REQUISITIONER DETERMINATION

**COAST GUARD PROCUREMENT PREFERENCE PROGRAM FOR
RECOVERED
MATERIALS**

- 1. The Statement of Work/Specification covering Procurement Request No. _____ is subject to DOT's Procurement Preference Program for Recovered Materials as set forth in TAM Chapter 1223.**

_____ **Yes**
_____ **No (If no, stop here)**

If yes, the items are: _____

- 2. The specifications for the item(s) complies with the applicable Environmental Protection Agency (EPA) procurement guidelines as implemented by TAM Chapter 1223.**

_____ **Yes**
_____ **No**

- 3. If answering "no" to the previous question, the requisitioner must check the appropriate reason below and provide an explanation as to why item containing recovered materials and meeting EPA procurement guideline recommendations (minimum content standards) as implemented by TAM Chapter 1223 were not used:**

_____ obtaining designated items will result in unusual and unreasonable delay,

or

_____ obtaining designated items will fail to meet the performance standards set forth in the applicable specification or will fail to meet the reasonable performance standards of DOT,

or

_____ the designated items are only available at an unreasonable price.

Explanation

Requisitioner's signature

Date

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REQUEST FOR WAIVER FOR PURCHASING NON-RECYCLED MATERIAL

Instructions: This form is needed only if the item(s) being procured are subject to DOT's Affirmative Procurement Program for recycled materials.

Procurement Request Number: _____

Products containing recycled materials and meeting DOT's preference standards for the following designated items:

were not obtained because of the following reason(s):

_____ **Not available competitively within a reasonable period of time**

_____ **Does not meet appropriate performance standards**

_____ **Only available at an unreasonable price**

Contracting Officer

Date

ENCLOSURE 44 TO COMDTINST M4200.13E

Date Due Annually at COMDT (G-CPM): __15 NOV__
Date Prepared: _____

RESOURCE CONSERVATION AND RECOVERY ACT (RCRA)
U.S. Coast Guard Command Summary Report
for Previous Fiscal Year (FY)

Coast Guard Command: _____

Point of Contact: _____
(Name)

(Title)

Telephone & Fax Numbers: _____

I. EPA Guideline Items

NOTE

Each command will provide a summary report on purchases made from sources OTHER THAN a Federal Source of Supply. Purchases made from a Federal Source of Supply (i.e. GSA, DLA, GPO) will be reported for you by the agency operating the supply center.

A. Cement and concrete products containing fly ash and cement and concrete products containing granulated blast furnace slag.

1. a. Total amount of cement purchased by your command in PREVIOUS FY;

-without fly ash/slag: \$ _____ and in _____ tons.

-with fly ash/slag: \$ _____ and in _____ tons.

1. b. Total amount of concrete purchased by your command in PREVIOUS FY;

-without fly ash/slag: \$ _____ and in _____ tons.

- with fly ash/slag: \$ _____ and in _____ tons.

2. Only 1-2% of all cement sales from Portland cement producers and only about 50% of concrete mixed at batch plants contain some fly ash or granulated blast furnace slag. Ideally, assuming material availability across all regions, 100% of cement sales could contain as much as 30% fly ash/slag content, and 100% of concrete mixes batch plants could contain fly ash/slag to the maximum level permitted by the mix design. To encourage production of cement and concrete containing fly ash/granulated blast furnace slag, should your figures show significant deviations from the ideal:

- a. What additional policy guidance do you intend to provide to specification writers at your command's field activities to encourage greater use? _____
(Please attach a description of the additional policy

guidance.)

- b. What other measures do you foresee being necessary to ensure field compliance? _____ (Please attach a description of those measures.)
- c. Were there technical impediments to increasing the amount of concrete and cement containing fly ash and granulated blast furnace slag purchased by your command in PREVIOUS FY? _____ (If yes, please attach an explanation of the technical impediment.)

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- d. Are additional coordinated efforts required with the American Society for Testing and Materials (ASTM), the American National Standards Institute (ANSI), the American Association of State Highway and Transportation Officials (AASHTO), and/or the American Concrete Institute (ACI) to encourage cement specification changes? _____ (If yes, please attach a description.)
3. For the first time we are requesting you to submit quantity estimates in addition to dollar estimates. One reason for requiring quantities is the need for EPA to calculate the amount of CO₂ generated through the production of additional clinker material that otherwise would not have been required had fly ash/slag been substituted for clinker. CO₂ is a major contributor to global warming. We recognize that your may not receive quantity data. In this case, please convert your dollar estimates to quantity estimates, explaining your methodology/assumptions. Also, please advise how best to obtain quantify data for next year's report.

(Please attach a description.)

B. Paper and Paper Products. (GSA will provide data for your purchases of paper products made through their retail and wholesale stock program. However, please provide amounts for purchases from any other sources.)

- 1. Total dollar amount of paper and paper products purchased by your command from sources other than GSA in PREVIOUS FY.
\$ _____
- 2. Total dollar amount of paper and paper products containing recycled material purchased by your command from sources other than GSA in PREVIOUS FY. \$ _____

C. Motor Vehicle Lubricating Oils.

- 1. Does your command have in place a close-loop system for motor vehicle lubricating oils?

Yes _____ No _____

2. Total dollar amount of motor vehicle lubricating oil purchased by your command in PREVIOUS FY. \$_____ (If your vehicle maintenance is accomplished through service price for vehicle servicing, report the total number of servicing(s) rather than the dollar value.)
3. Total dollar amount of motor vehicle lubricating oils containing re-refined oil purchased by your command in PREVIOUS FY. \$_____ (If your vehicle maintenance is accomplished through service contracts that include a standard price for vehicle servicing, report the total number of services where the vehicle was serviced with re-refined oil rather than the dollar value.)
4. Were there any technical impediments to increasing the amount of motor vehicle lubricating oils containing re-refined oil purchased by your command in PREVIOUS FY? _____ (If yes, please attach an explanation of the technical impediment.)

D. Retread Tires. [Refer to the Federal Supply Schedule for Pneumatic Tires, FSC Group 26, Part II, Section A for items covered by this guideline.]

1. Total dollar amount of tires purchased by your command in PREVIOUS FY. \$_____
2. Total number of tires purchased by your command in PREVIOUS FY. _____
3. Total dollar amount of retread tires purchased by your command in PREVIOUS FY. \$_____
4. Total number of retread tires purchased by your command in PREVIOUS FY. _____

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5. Were there any technical impediments to increasing the amount of retread tires purchased by your command in PREVIOUS FY? _____ (If yes, please attach an explanation of the technical impediment.)

E. Building Insulation Products.

1. Total dollar amount of building insulation products purchased by your command in PREVIOUS FY. \$_____
2. Total dollar value of building insulation products containing recycled materials purchased by your command in PREVIOUS FY. \$_____
3. Were there any impediments to increasing the amount of building insulation products containing recycled materials purchased by your command in PREVIOUS FY? _____ (If yes, please attach an

explanation of the technical impediment.)

F. Engine Coolants.

1. For commands which maintain fleet maintenance facilities, how many fleet maintenance facilities do you operate? _____
2. How many vehicles are maintained? _____
3. Does your command have a closed-loop system in place for engine coolants?
Yes _____ No _____
4. How many of your fleet maintenance facilities own and operate anti-freeze recycling equipment? _____
5. Who, in your command (position title), develops the technical requirements that would include the use of recycled content engine coolants for outsourced (contracted out) fleet maintenance?

6. Is this person informed about the requirements of RCRA 6002?
Yes _____ No _____
7. Are you involved in this process? Yes _____ No _____
8. Have you informed the appropriate individuals (requirements developers) of the requirements of FAR regarding the use of recycled content material?
Yes _____ No _____

G. Structural Fiberboard and Laminated Paperboard.

1. Who, in your command (position title), develops the technical requirements that would include the use of recycled content material for structural fiberboard and laminated paperboard?

2. Is this person informed about the requirements of RCRA 6002?
Yes _____ No _____
3. Have you informed the appropriate individuals (requirements developers) of the requirements of FAR regarding the use of recycled content material? Yes _____ No _____

H. Carpet (low and medium wear polyester fiber only).

1. Have your construction and/or building maintenance specifications been updated so as not to prohibit the use of recycled content polyester fiber carpet? _____

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2. Who, in your command (position title), develops the technical

requirements that would include the use of recycled content material for carpet?

3. Is this person informed about the requirements of RCRA 6002?

Yes _____ No _____

4. Have you informed the appropriate individuals (requirements developers) of the requirements of FAR regarding the use of recycled content material? Yes _____ No _____

I. Floor Tiles and Patio Blocks (rubber and plastic only).

1. Who in your command (position title) develops the technical requirements that would include the use of recycled content material in rubber or plastic patio blocks and floor tiles?

2. Is this person informed about the requirements of RCRA 6002?

Yes _____ No _____

3. Have you informed the appropriate individuals (requirements developers) of the requirements of FAR regarding the use of recycled content material? Yes _____ No _____

J. Traffic Cones and Traffic Barricades (rubber or plastic only).

1. Who, in your command (position title), develops the technical requirements that determine the use of recycled content materials in rubber or plastic traffic cones or barricades?

2. Is this person informed about the requirements of RCRA 6002?

Yes _____ No _____

3. Have you informed the appropriate individuals (requirements developers) of the requirements of FAR regarding the use of recycled content material? Yes _____ No _____

K. Playground Surfaces and Running Tracks (rubber or plastic only).

1. Who, in your command (position title), develops the technical requirements that determine the use of recycled content materials in rubber or plastic playground surfaces or running tracks?

2. Is this person informed about the requirements of RCRA 6002?

Yes _____ No _____

3. Are you involved in this process? Yes _____ No _____

4. Have you informed the appropriate individuals (requirements developers) of the requirements of FAR regarding the use of recycled content material? Yes _____ No _____

L. Hydraulic Mulch (paper-based and wood-based used for hydroseeding and overspray for straw) and compost (yard trimmings).

1. Does your command maintain facilities with landscape area larger than 10 acres?

Yes _____ No _____

2. Does your command actively compost yard clippings, etc.?

Yes _____ No _____

M. Office Recycling and Waste Containers (plastic, paper, or steel).

1. Who, in your command (position title), develops the technical requirements that determine the use of recontent materials in plastic, paper or steel recycling and waste containers?

2. Is this person informed about the requirements of RCRA 6002?

Yes _____ No _____

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3. Have you informed the appropriate individuals (requirements developers) of the requirements of FAR regarding the use of recycled content material? Yes _____ No _____

N. Plastic Desktop Accessories

1. Who, in your command (position title), develops the technical requirements that determine the use of recycled content materials in plastic desk top accessories?

2. Is this person informed about the requirements of RCRA 6002?

Yes _____ No _____

3. Have you informed the appropriate individuals (requirements developers) of the requirements of FAR regarding the use of recycled content material? Yes _____ No _____

O. Toner Cartridges.

1. Who, in your command (position title), develops the technical requirements that determine the use of recycled content materials in toner cartridges? _____

2. Is this person informed about the requirements of RCRA 6002?

Yes _____ No _____

3. Have you informed the appropriate individuals (requirements developers) of the requirements of FAR regarding the use of recycled content material? Yes _____ No _____

P. Binders (chipboard and plastic covered, not cloth).

1. Who, in your command (position title), develops the technical requirements that determine the use of recycled content materials in binders? _____
2. Is this person informed about the requirements of RCRA 6002?
Yes _____ No _____
3. Have you informed the appropriate individuals (requirements developers) of the requirements of FAR regarding the use of recycled content material? Yes _____ No _____

Q. Plastic Trash Bags.

1. Who, in your command (position title), develops the technical requirements that determine the use of recycled content materials in plastic bags? _____
2. Is this person informed about the requirements of RCRA 6002?
Yes _____ No _____
3. Have you informed the appropriate individuals (requirements developers) of the requirements of FAR regarding the use of recycled content material? Yes _____ No _____

II. Specifications (Editor's Note: You will need the help of your specification writers to complete this section.)

RCRA, Section 6002(d) requires that Federal activities having responsibility for preparing specifications, review them to eliminate unnecessary requirements for the use of virgin materials and prohibitions against using recovered materials and add preferences for recovered materials.

- A. Does your command have responsibility or control over a particular Federal supply class or group of specifications or standards?
Yes _____ No _____

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- B. How many product specifications, standards, Commercial Item Descriptions (CIDs), product descriptions or similar documents does your office control?
Number _____
- C. How many such documents have been reviewed in PREVIOUS FY?
Number _____
- D. How many documents were modified in PREVIOUS FY to remove the requirements for the use of virgin materials?
Number _____
- E. How many documents were modified in PREVIOUS FY to remove references of language prohibiting the use of recovered materials?

Number _____

F. How many documents were modified in PREVIOUS FY to add preferences for recovered materials?

Number _____

G. Does your command have a policy to remove the requirements for virgin materials and add prefrecovered materials to service contracts? (i.e., including the use of re-refined oil in your vehicle service contracts.)

Yes _____ No _____

H. If your command has a policy in place to remove the requirements for virgin materials and add preferences for recovered materials to service contracts, does this policy affect existing contracts, new contracts, or both?

Existing _____ New _____ Both _____

III. Solid Waste Prevention (Editor's Note: You will need the help of your environmental program manager to complete this section.)

NOTE: Report solid waste prevention efforts for facilities that your command is responsible for the solid waste disposal management or contracts.

A. What is the total dollar value of solid waste disposal for your command in PREVIOUS FY. \$ _____

B. What is the total weight of solid waste disposed of by your command in PREVIOUS FY? _____ LBS

C. How does this conform to the goals under Executive Order 12856?

IV. Recycling (Editor's Note: You will need the help of your environmental program manager to complete this section.)

A. Does your command have an active office products recycling program?

Yes _____ No _____

B. Does your command operate residential housing?

Yes _____ No _____

If yes, does your residential housing have an active household products recycling program?

Yes _____ No _____ N/A _____

C. What percentage of demolition projects managed by and/or contracted by your command includes the recovery of construction materials?

_____ Percent

D. What is the total dollar value of all recycled materials recovered by your command in PREVIOUS FY? (Money your office received for the sale of recycled materials) \$ _____

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E. How were those dollars captured and utilized? _____

F. What percentage of your solid waste was diverted to recycling? _____